

Events Refund Policy

All refund and credit requests must be submitted in writing by email.

Refunds and credits will be calculated based on the date the written cancellation request is received by IIPLA.

1. Cancellation Within 7 Days of Registration

If a cancellation request is received within 7 calendar days of registration, the participant may choose either:

- Refund after deduction of 10% processing fee; or
- Full credit toward the next eligible IIPLA event.

This clause will not apply if the registration was made within 15 days before the event.

2. Cancellation 45 Days or More Before the Event

If a cancellation request is received 45 days or more before the event, the participant may choose either:

- Refund after deduction of 10% processing fee plus 20% of the registration fee; or
- Full credit toward the next eligible IIPLA event.

3. Cancellation Between 15 and 44 Days Before the Event

If a cancellation request is received between 15 and 44 days before the event, the participant may choose either:

- Refund after deduction of 10% processing fee plus 50% of the registration fee; or
- Full credit toward the next eligible IIPLA event.

4. Cancellation Less Than 15 Days Before the Event

If a cancellation request is received less than 15 days before the event, no refund and no credit will be provided.

5. Registrations Made Within 15 Days Before the Event

For registrations completed within 15 days before the event, the above refund and credit clauses will not apply. Such registrations are non-refundable and non-creditable.

6. No Show

Failure to attend the event without prior written cancellation will be treated as a no-show. No refund or credit will be provided for no-shows.

7. Visa Rejection

Visa rejection does not automatically qualify a participant for a full refund or event credit. Any refund or credit request arising from a visa rejection will be processed strictly in accordance with the applicable cancellation cut-off rules stated above.

IIPLA is not responsible for the approval, rejection, delay, or processing of any visa application by the relevant embassy, consulate, or immigration authority.

Upon request and after successful registration, IIPLA will provide an official invitation letter required for the visa application process. The issuance of these documents does not guarantee the approval of a visa.

8. Event Credit

Event credit is non-transferable, has no cash value, and may be used only for the next eligible IIPLA event, subject to availability and approval by IIPLA.

IIPLA Event Refund / Credit Request Form

Please complete this form and email it to IIPLA. Submission of this form does not guarantee approval. All requests will be reviewed and processed strictly in accordance with the IIPLA Events Refund Policy.

Field	Details
Event Name	
Event Date	
Order ID	
Registration Date	
Request Date	
Participant Name	
Organization	
Email	
Phone	
Country	
Amount Paid (USD)	
Payment Method	

Request Type (Choose one)

- Refund
- Event Credit for the Next Eligible IIPLA Event

Reason for Request

- Unable to Attend
- Change of Plans
- Visa-Related Issue
- Medical Reason
- Other: _____

Additional Comments

Supporting Documents (Optional)

If your request is based on a specific circumstance (e.g., a visa-related issue or medical reason), you may attach supporting documents. Submission of supporting documents does not guarantee approval. All requests will be processed in accordance with the IIPLA Events Refund Policy.

Declaration

I certify that the information provided is true and accurate. I acknowledge that I have read and agree to the IIPLA Events Refund Policy and understand that approval of any refund or event credit is subject to the terms of that policy.

Participant Signature	
Date	
Name	
For IIPLA Use Only	Approved / Rejected Refund / Credit: Processed By: Date: